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4 September 1970

MEMORANDUM FOR: EA/TR

SUBJECT : Weekly Activities Report

1. During the week of 31 August, Chief and Deputy Chief, LS completed their review of all language courses offered in the Language School. This is an exercise which began in May in which Messrs. [REDACTED] and [REDACTED] met with each language faculty and its Department Chief and discussed course content, materials, schedules and methodology. It was an especially good review for management who can now view the Language School in much more depth than before. Department Chiefs were able to view their department's offerings from a different vantage point but most of all, the review provided a point for the exchange between faculties of ideas, techniques and methods.

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2. DC/LS will attend the annual DLI Allenberry Conference beginning on 9 September for three days.

3. Educational Sound Systems Inc. of Melbourne, Florida who manufacture the immediate response tape recorder (Cooper Machine) which we recently purchased have loaned LS a machine with an automatic pause control which will permit the making of tapes for the Cooper Machine while automatically providing appropriate pauses for student response.

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4. The Pimsleur programmed Greek materials are now being used as the basis of a "courtesy-level" course for two students whose time at the Language School is limited to less than 100 hours. [REDACTED] junior linguist in the German Department, has reviewed the 20-tape series, prepared classroom drills to supplement each programmed tape, and worked with our Greek instructor to devise ways to make this set of self-study materials into a classroom coordinated PAI series. The results thus far have been excellent. We will probably use these modified materials for the first month of instruction in our full-time Greek 100 course next year.

5. The teachers of the Spanish section have completed Phase I of a series of seminars treating eight points of grammar which present problems to the speaker of English. The purpose was to arrive at a standardization of methodology acceptable to and agreed on by all. Phase II will consist of a chapter by chapter grammar review, and the results will appear in a handbook for teachers.

GROUP 1
Excluded from automatic
downgrading and
declassification

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6. We have 56 students matriculating on 14 September, 33 for full-time instruction and 23 for part-time instruction. This is exclusive of the BAHLT program enrollment. We will begin full-time courses in French, German, Italian, Japanese, Spanish, Swedish, Turkish, Vietnamese and Lao. In early October we will start a full-time Arabic course with three students. This will be our first full-time Arabic course in many years. We will begin part-time classes in Arabic, French, German, Italian, Persian, Portuguese, Polish, Russian and Spanish.

7. 101 students have been selected from 147 applications for participation in the Before-and-After-Hours Language Training Program (BAHLT). There will be eight classes in four languages, five basic and three at the second-year level. A briefing will be held for all instructors and students on 9 September at GA 13 Headquarters, and classes will begin 14 September.

8. Personnel Notes

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 one of our summer employees, is leaving today. She has served as training assistant to the Romance Languages Department and has done an excellent, conscientious job.

9. Language School Statistics


Students and Classes as of 4 September 1970:

<u>Students</u>	<u>Classes</u>
Full-time - 37	Full-time - 19
Part-time - 59 (33 Hqs.)	Part-time - 25 (5 Hqs.)

Language laboratory hours for the week of 24 - 28 August 1970:

Language School	- 45
Headquarters	- 57

Thirty-two language proficiency tests were given during the week of 24 - 28 August 1970.


Chief, Language School

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